



COMMONWEALTH OF VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971
RICHMOND, VA 23218-1971

Dear Commonwealth of Virginia Employee:

In order to minimize the risk of inappropriate disclosure of employee Social Security Numbers (SSNs), considerable effort has been devoted to reduce the use of employee SSNs on payroll documents. In particular, time sheets and leave forms are frequently used and often pass through several hands for approval and processing and could be at risk of inappropriate disclosure during the process. Therefore, the Department of Accounts and the Department of Human Resource Management have been working together to eliminate the need for SSNs for most payroll documents.

Accordingly, effective April 1, 2007 the unique ID number that has always been maintained in the Personnel Management Information System (PMIS) will also be used as the Employee ID Number in the central payroll system (CIPPS). This conversion will be *required* of all CIPPS agencies (whether or not your agency uses PMIS as its personnel system) and will apply to all Commonwealth employees, including wage, adjunct faculty, or any other employee type that is not currently recorded in PMIS. Although this new employee identification number will be used in place of SSNs on many of the forms used for payroll data entry, some forms that legally require the use of SSN will remain. The remaining forms are typically at lower risk of inappropriate disclosure since they are delivered directly to agency human resource staff and are used less frequently. The recipients of such forms will continue to be responsible for the physical security of these remaining forms.

The new ID number will also be nine digits. **Your agency will provide you with your new number;** however, for most classified employees, the new employee number consists of the same seven numerical digits contained in the ID number on the COVA Care medical benefits card (the same seven digits that are used as the Employee Direct identification number) preceded by two zeroes:

Example 1) ID number on COVA Care card: YTX0234567XU = New employee ID number: 000234567

Example 2) Employee Direct identification number: 5276442 = New employee ID number: 005276442

Each agency will provide additional information regarding when you should begin using the new number on forms.

To facilitate the transition, on a temporary basis all employees will be able to retrieve their new Employee ID number by entering their social security number on the following secure web page:

https://secure.doa.virginia.gov/payline/EENo/Employee_Number_Search.cfm

Should you have any specific questions not addressed here, please contact your agency Human Resource or Payroll office.

Sincerely,

Lora L. George
Director of State Payroll Operations